



OJT Online Assessment Users' Manual

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Introduction

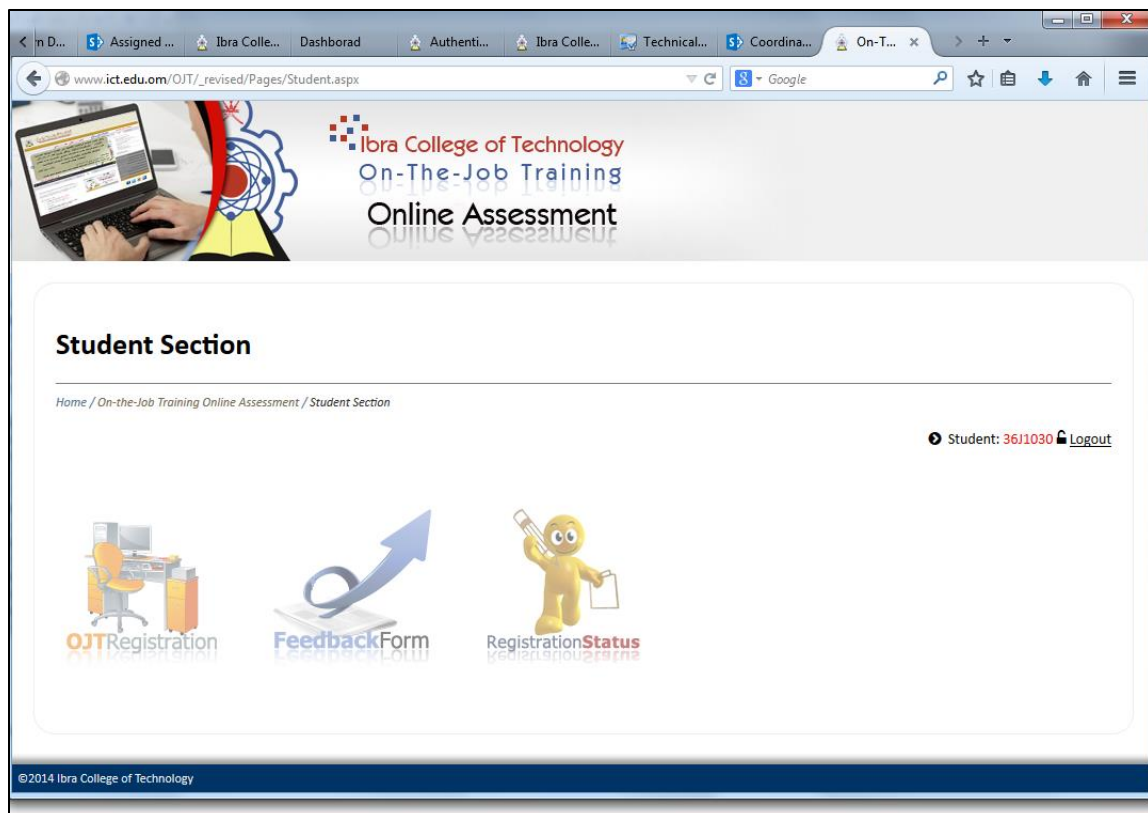
The On-the-Job Training Online Assessment System was created by the ETC Web Team to cater the needs of the ICT Students who are undergoing On-the-Job Training. The system provides complete assessment to the students by evaluating their performance by the OJT Coordinators and the Industry. The same thing, students can also send their feedback regarding their OJT experience.

System Modules

The OJT System consists of 3 modules for its users:

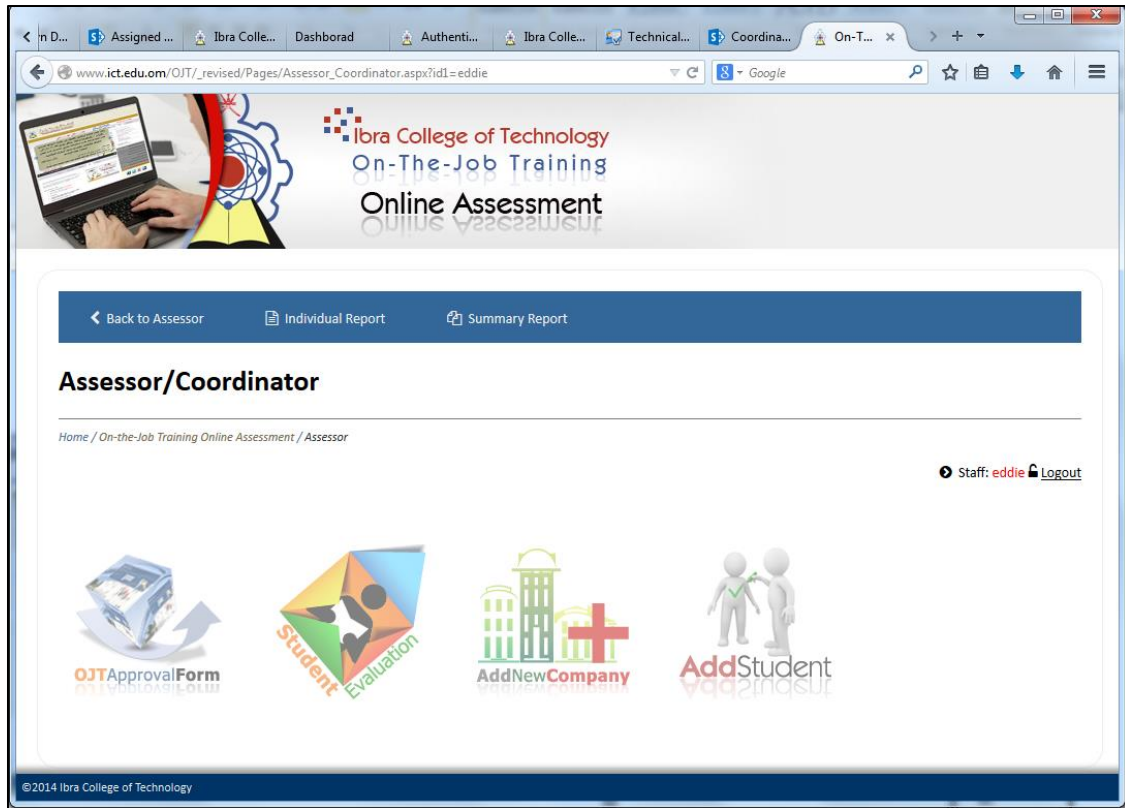
Module 1 – Student Module:

This module is for the students use wherein they can register to the OJT program, send Feedback regarding their OJT experience and view their registration status.

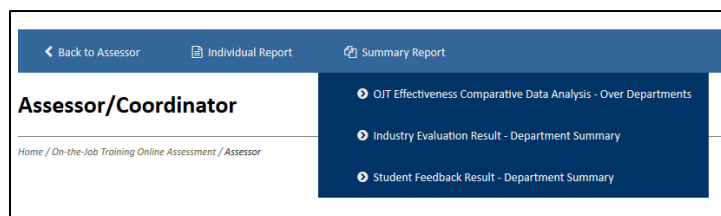
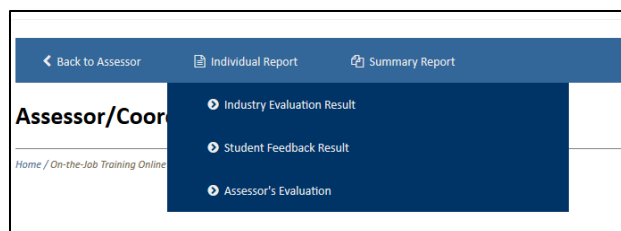


Module 2 – OJT Coordinator’s Module

This module is for the OJT Coordinators’ use wherein t they can view and approve the registration done by students, evaluate student’s performance during their visits to companies, add new company details who is affiliated to the college for the training of the students, and add student details who are eligible to take the OJT Program.

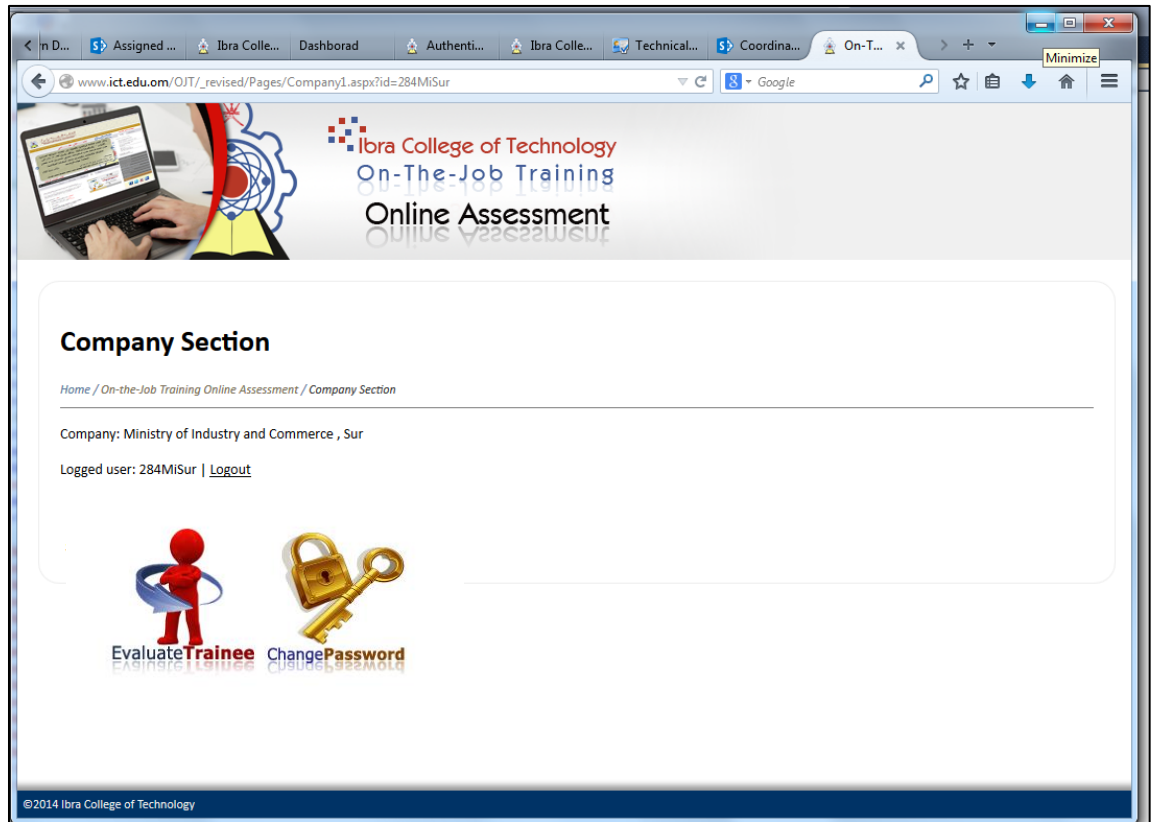


OJT Coordinators can also view the following reports with statistical graphs and figures.

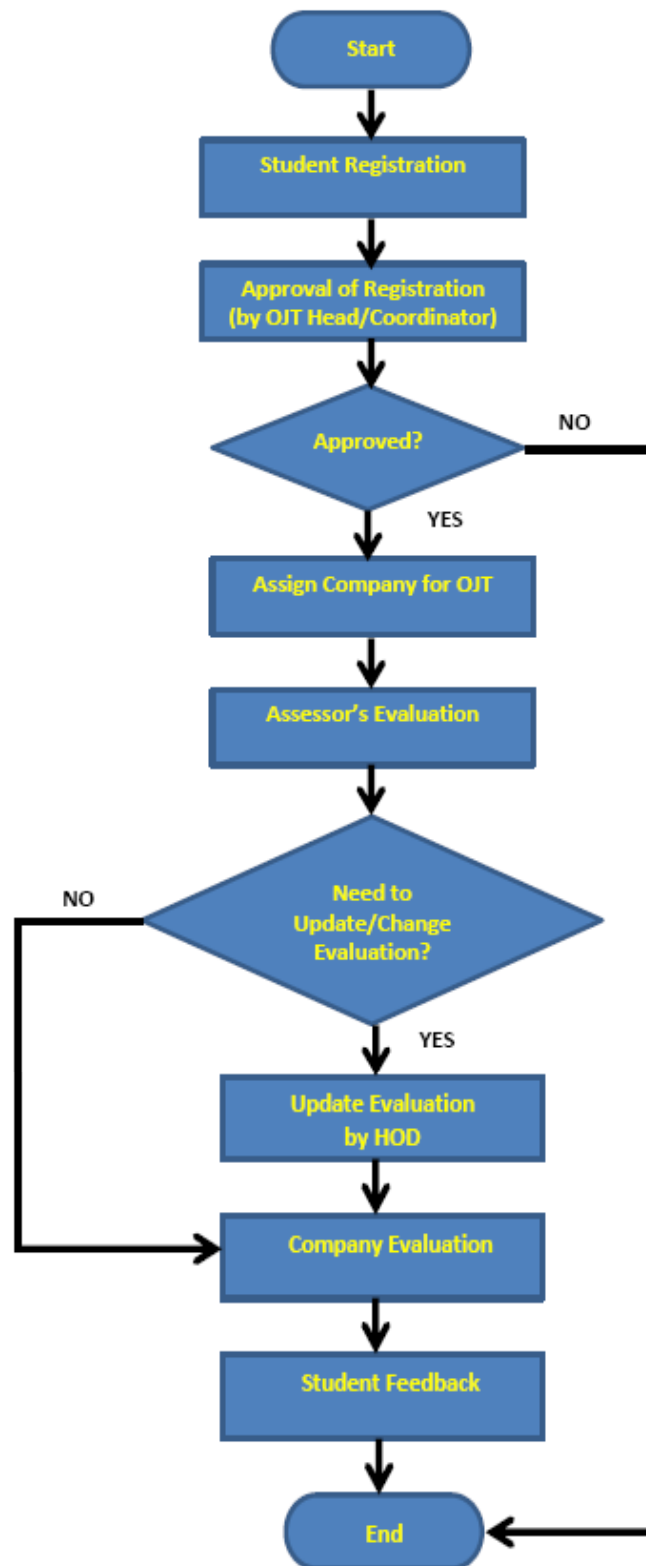


Module 3 – Industry Module

Industry Module is for the company use. Companies can see the list of the students who are deployed to them for training and also they can do the evaluation for the trainees.



OJT System Process Flow



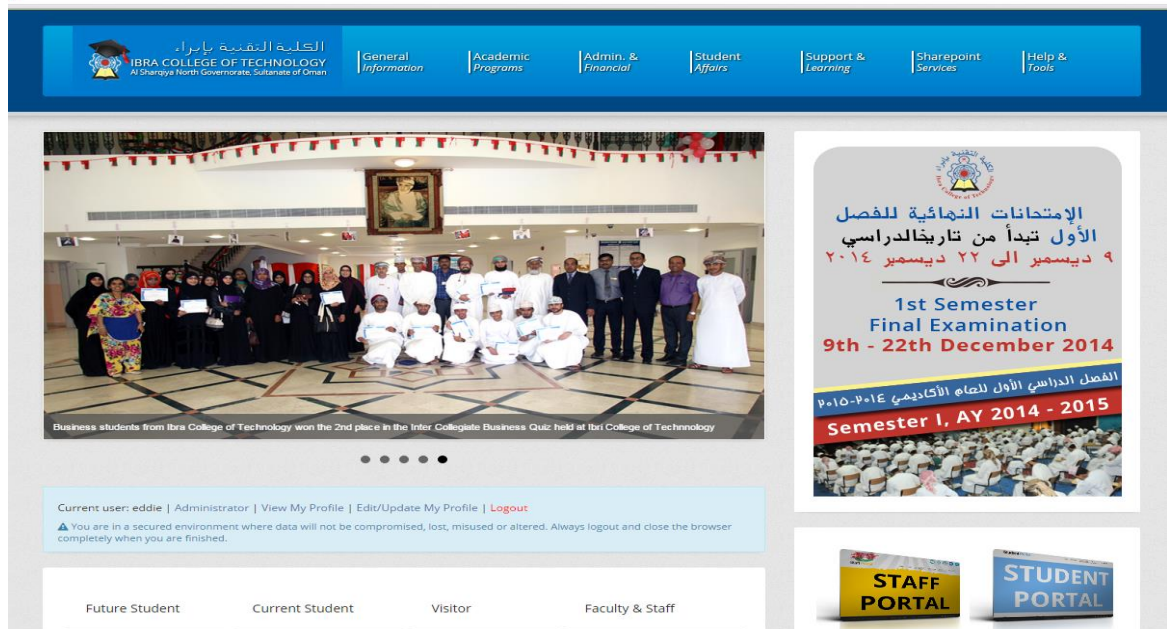
OJT System Data Flow Diagram

User's Manual

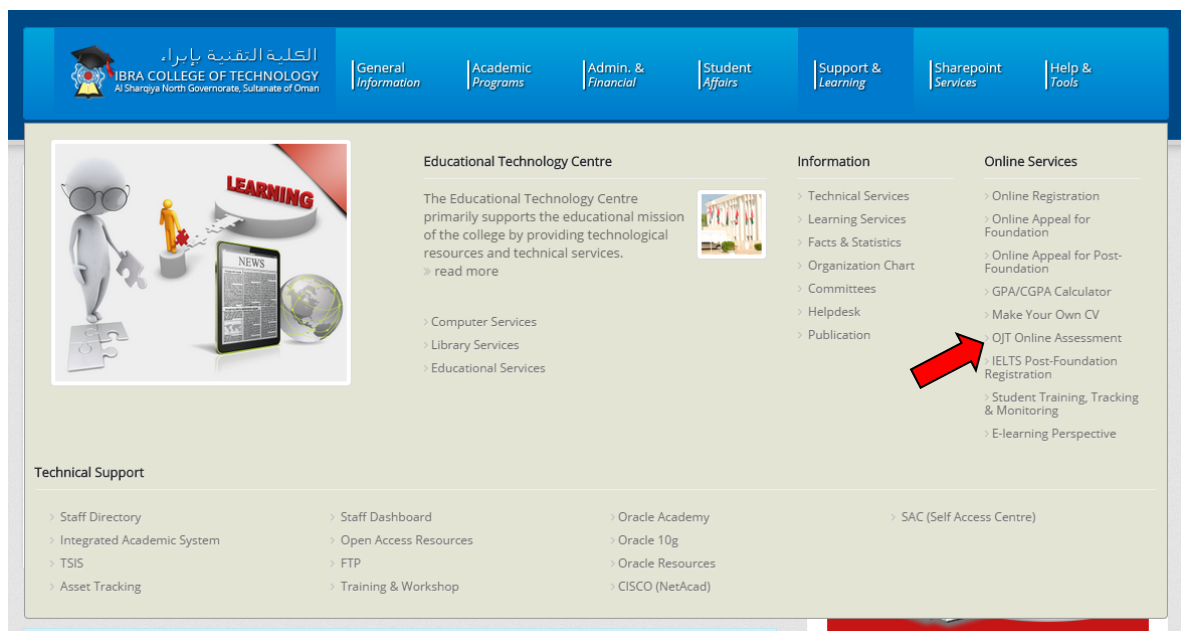
Students

The Students who are eligible for the OJT program are obliged to register in the System. The following are the Registration procedure:

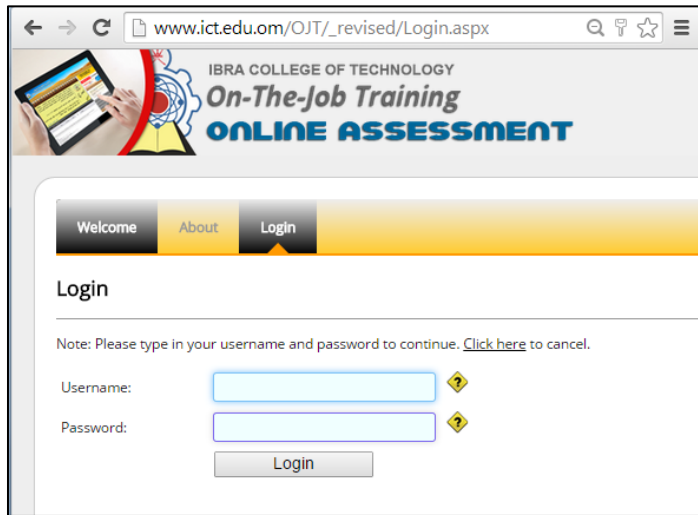
1. Go to the college Website. <http://www.ict.edu.om/>



2. On **Support and Learning** tab under **Online Services** click **OJT Online Assessment**.

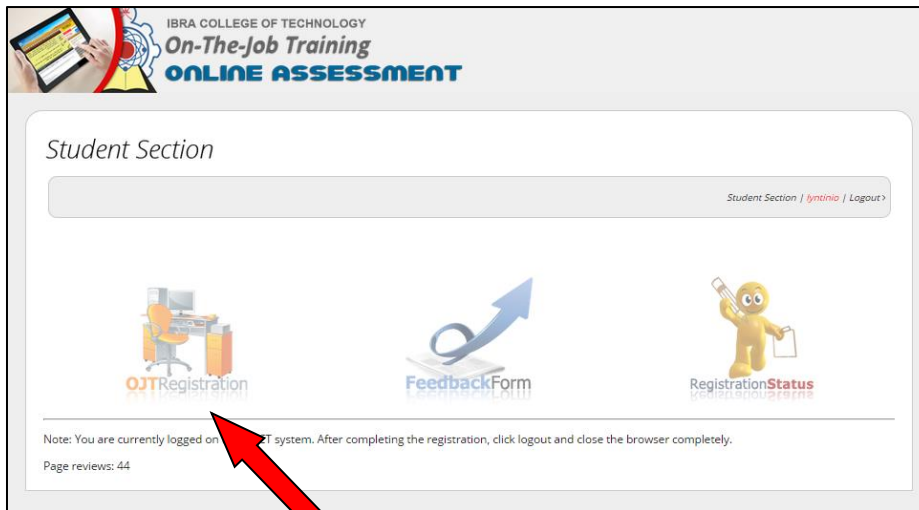


3. Login the credentials, Student ID and domain password.



The screenshot shows a web browser window with the address bar displaying `www.ict.edu.om/OJT/_revised/Login.aspx`. The page header includes the logo and text "IBRA COLLEGE OF TECHNOLOGY On-The-Job Training ONLINE ASSESSMENT". Below the header is a navigation bar with "Welcome", "About", and "Login" tabs. The "Login" tab is selected. The main content area is titled "Login" and contains a note: "Note: Please type in your username and password to continue. [Click here](#) to cancel." There are two input fields: "Username:" and "Password:", each with a yellow question mark icon to its right. Below the fields is a "Login" button.

4. If login is authenticated, as a student, the following window will appear.



5. To register, click the **OJT Registration** button.

- Fill up necessary fields in the registration form. Then submit registration by clicking the **Register** button.

Registration Form إستمارة التسجيل للتدريب على راس العمل

Home / On-the-Job Training Online Assessment / Student Section / Registration Form

Staff: 31J1178 [Logout](#)

Date: التاريخ 3/25/2014 12:00:00 AM

Academic Year: السنة الأكاديمية: 2013-2014 Semester: الفصل Summer

Student ID: رقم الطالب 31J1178 Civil ID: الرقم المدني

Student Name: اسم الطالب Manal Salim Saeed Al-Alawi

Gender: الجنس Female Level: المستوى Diploma 2nd Year

Specialization: التخصص HRM Department: القسم Business Studies

Please fill up the following fields:

TOEFL/IELTS Score: درجة التوفل/ الأيلتس 4 GPA: المعدل التراكمي 2.18

Student Address: عنوان الطالب Sur

Contact Number: رقم التواصل 95585109 Personal E-mail: البريد الإلكتروني sm-115@hotmail.com

Parent's Contact No.: رقم ولي الأمر: 97788420 Advisor: المرشد الأكاديمي Mr. Nawaz Khan

Choices of Organization with the training place(Location for OJT):
 قـم باختيار المؤسسة مع مكان التدريب

First Choice Oman Chamber of Commerce and Industry , PO Box-472, Ibra

Second Choice Ministry Of Education , Ibra

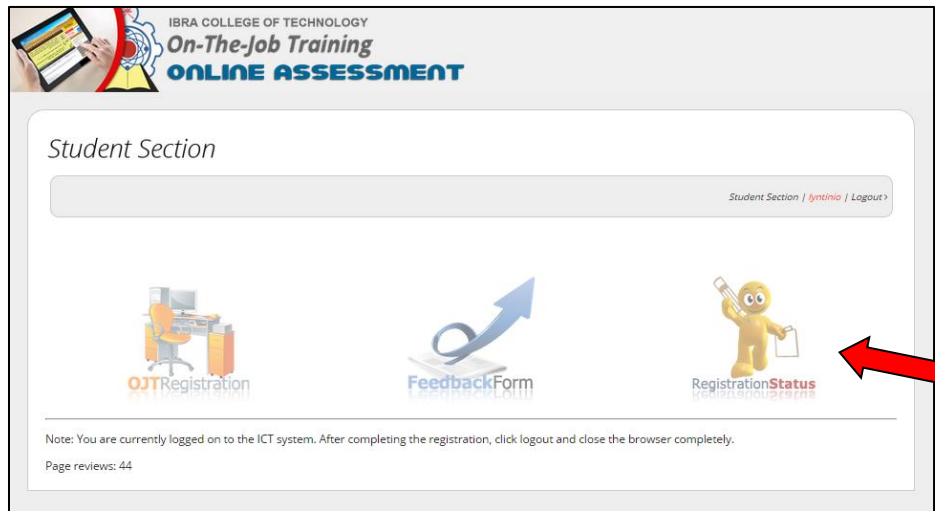
Third Choice: (Give your personal preference of company)

Company الشركة Ministry of Social Development Place of Training مكان التدريب Ibra

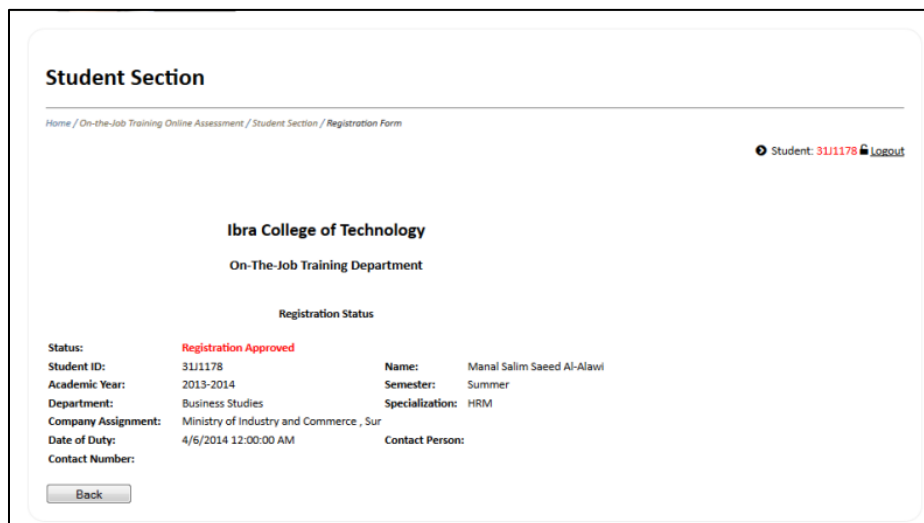
Contact Person Contact No

Register Edit

7. After registration, upon advised, the student may check his registration status. By clicking the **Registration Status** button.




8. In the registration status page the student may find his company assignment and the date of training.



9. After the OJT has been finished, students are asked to answer the feedback form. The Online OJT Assessment System provides online feedback form for the student by clicking the **Feedback Form** button.



10 . Answer the feedback form accordingly then click the submit button to save the answers.



IBRA COLLEGE OF TECHNOLOGY
On-The-Job Training
ONLINE ASSESSMENT

Feedback Form

[Back to Student Section](#) | [lyntinio](#) | [Logout](#)

Feedback Form on Students Placement

<p>Date: <input type="text" value="24/11/2014"/></p> <p>Student ID: <input type="text" value="lyntinio"/></p> <p>Company ID: <input type="text" value="316SaMus"/></p> <p>Semester: <input type="text" value="Second Sem"/></p> <p>Specialization: <input type="text" value="Database"/></p> <p>Level: <input type="text" value="Bachelor of Tech"/></p> <p>TOEFL/IELTS Score: <input type="text"/></p> <p>Student Address: <input type="text" value="Alayat"/></p> <p>Personal E-mail: <input type="text" value="lyntinio@yahoo.com"/></p>	<p>Student Name: <input type="text" value="Ledilyn D. Tinio"/></p> <p>Company Name: <input type="text" value="Sample33, Muscat"/></p> <p>Academic Year: <input type="text" value="2014-2015"/></p> <p>Department: <input type="text" value="Information Technology"/></p> <p>Gender: <input type="text" value="Female"/></p> <p>GPA: <input type="text"/></p> <p>Contact Number: <input type="text" value="6541254"/></p> <p>Parent's Contact Number: <input type="text" value="987452"/></p>
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Dear Respondents,

We would like your feedback on the OJT placement. Your honest opinion will form part of the bases for improvement of the services provided. Your responses will be treated with utmost confidentiality.

Using the scale below please put a check in the box corresponding to your choice.

5-Strongly Agree 4-Agree 3-Neutral 2-Disagree 1-Strongly Disagree لا تروق بشدة لا تروق محايد تروق تروق بشدة	5 4 3 2 1
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1. OJT orientation at the college contained enough information about OJT. حصلت على الشرح الكافي عن برنامج التدريب من الكلية. ● ● ● ● ●
2. Responsibilities and objectives of the OJT were explained in the orientation. تم شرح مسؤوليات وأهداف التدريب من خلال التوجيه الخاص بالتدريب. على رأس العمل. ● ● ● ● ●
3. OJT Training is related to my specialization. كان التدريب على رأس العمل في مجال تخصصي. ● ● ● ● ●
4. The college Assessor/Coordinator has given timely feedback after the visit to improve my training. قام مشرف التدريب من الكلية بتزويدي بالتغذية الراجعة. مباشرة بعد الزيارة من أجل الاستفادة القصوى من فترة التدريب. ● ● ● ● ●
5. The industry supervisor was available and cooperative during my training. كان مشرف التدريب في المؤسسة متواجد ومتعاون خلال فترة تدريبي بالمؤسسة. ● ● ● ● ●
6. My skills and knowledge improved after OJT. تطورت مهاراتي ومعرفتي بعد التدريب. ● ● ● ● ●
7. The OJT is valuable and useful. كان التدريب على رأس العمل قيم ومفيداً. ● ● ● ● ●

Write down problems faced during OJT period: : **المعوقات التي واجهتها خلال فترة التدريب :**

Please type your comments here.

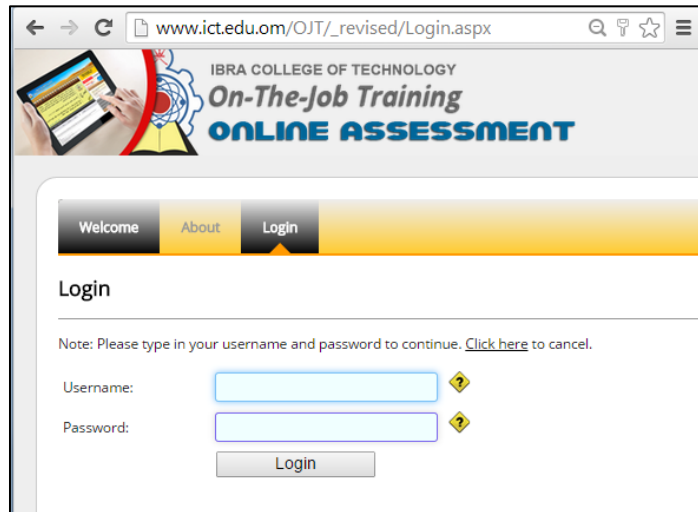
Suggestions and Improvements: **الاقتراحات والتطويرات للتدريب على رأس العمل**

Please type your comments here.

Page generated in 0.046 seconds

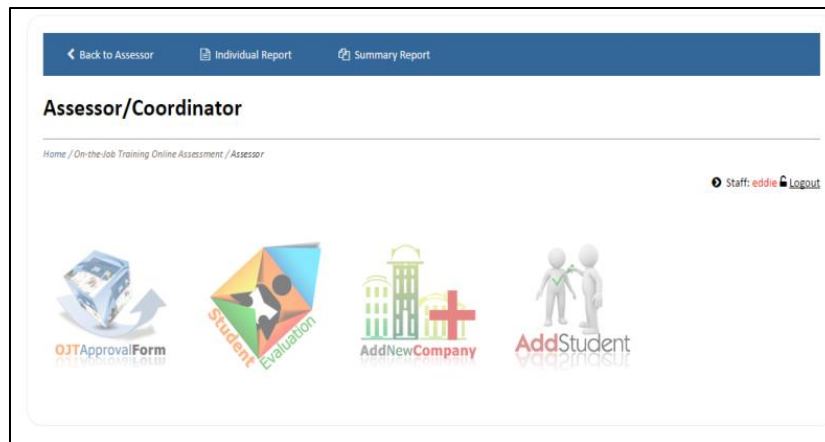
OJT Coordinators

1. Login the credentials, login ID and domain password.



The screenshot shows a web browser window with the address bar displaying www.ict.edu.om/OJT/_revised/Login.aspx. The page header includes the IBRA College of Technology logo and the text "On-The-Job Training ONLINE ASSESSMENT". Below the header is a navigation bar with "Welcome", "About", and "Login" tabs. The "Login" tab is selected. The main content area is titled "Login" and contains a note: "Note: Please type in your username and password to continue. [Click here](#) to cancel." Below the note are two input fields: "Username:" and "Password:", each with a yellow question mark icon to its right. A "Login" button is positioned below the password field.

2. As an OJT Coordinator, the following window will appear.



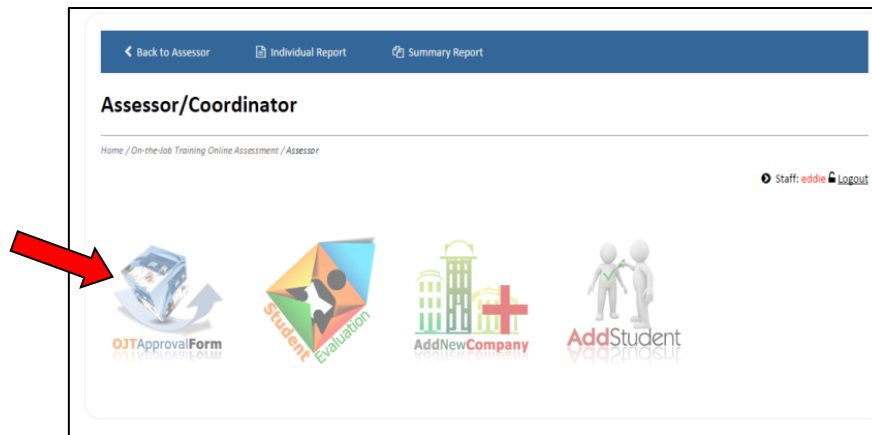
The screenshot shows the Assessor/Coordinator dashboard. At the top is a blue navigation bar with links: "Back to Assessor", "Individual Report", and "Summary Report". Below the navigation bar is the title "Assessor/Coordinator" and a breadcrumb trail: "Home / On-the-Job Training Online Assessment / Assessor". In the top right corner, there is a user profile for "Staff: eddie" with a "Logout" link. The main content area features four large icons with labels: "OJTApprovalForm" (a blue cube), "Student Evaluation" (a colorful pyramid), "AddNewCompany" (a green building), and "AddStudent" (two people shaking hands).

3. The following tasks are assigned to an OJT Coordinator:
 - Approve OJT Registration.
 - Evaluate Students.
 - Add company names.
 - Add student names that are eligible for OJT Program.
 - View or Print OJT reports.

3.1. Approve OJT Registration

After the student register to the OJT program the OJT coordinator must have to approve the registration and assign a company where the student will be deployed for his training. The following are the procedure for this task:

3.1.1. Click the OJT Approval Form.



3.1.2. Select for the Department, Semester and Academic year.

A screenshot of a web application interface for the Staff Section. The top navigation bar includes links for 'Back to Assessor', 'Individual Report', and 'Summary Report'. The main heading is 'Staff Section'. Below this, there is a breadcrumb trail 'Home / On-the-Job Training Online Assessment / Assessor / List of Trainees' and a user status 'Staff: eddie Logout'. The main content area displays the title 'On-The-Job Training Department' and a section titled 'List of Registered Students for OJT Program - By Department'. This section contains three dropdown menus: 'Select Department' (with 'Engineering' selected), 'Semester' (with 'First Sem' selected), and 'Academic Year' (with '2014-2015' selected). At the bottom of this section are two buttons: 'Back' and 'Preview List'.

3.1.3. A list of registered students for a particular department, Semester and Academic Year will be displayed.

[Back to Assessor](#)
[Individual Report](#)
[Summary Report](#)

Staff Section

Home / On-the-Job Training Online Assessment / Assessor / Registration List

Staff: **eddie** [Logout](#)

Ibra College of Technology

On-The-Job Training Department

OJT Registration List

Department: Information Technology Semester: Summer Academic Year: 2013-2014

Student ID	Student Name	Specialization	Level	Advisor	Date Registered	Status	Action
36J1011	AFRAH JUMAH MUSABBAH AL HAAJRI	Networking	Diploma 1st Year	Ziad Al-Tarawneh	3/18/2014 12:00:00 AM	Approved	View/Edit
36S092	Houda Saeed Nasser Al Sult	Networking	Diploma 1st Year	Farheen Fatima	3/19/2014 12:00:00 AM	Approved	View/Edit
36J2134	Amani Khamis Ghamil Al Yahyaai	Networking	Diploma 1st Year	Ganapathy Arulselvan	3/19/2014 12:00:00 AM	Approved	View/Edit
36J2133	Khoulia Said Khalfan Al-Yahyaee	Networking	Diploma 1st Year	Ganapathy Arulselvan	3/19/2014 12:00:00 AM	Approved	View/Edit
36S0946	HANAN SALEH HASSA	Database	Bachelor of Tech	Ziad Al-Tarawneh	3/25/2014 12:00:00 AM	Approved	View/Edit
36J1059	Shurooq Jum Ah Fadhel Al-Mukhaini	Database	Bachelor of Tech	R. Sreekumar	3/25/2014 12:00:00 AM	Approved	View/Edit
36J091497	Khalil Abdullah Saeed Al-Nudhairi	Networking	Bachelor of Tech	Dr. D. Balasubramanian	3/25/2014 12:00:00 AM	New Registration	Approve
36S0954	Amani Abdullah Ahmad Al-Shabibi	Networking	Bachelor of Tech	Mohammed Nasiruddin	4/13/2014 12:00:00 AM	Approved	View/Edit
36J1080	Iman Rashid Musallam Al Alawi	Networking	Bachelor of Tech	V. Senthil Kumar	3/24/2014 12:00:00 AM	Approved	View/Edit
36J108	Tayba Saleh Sbeit Al-Araimi	Networking	Diploma 1st Year	R. Sreekumar	3/24/2014 12:00:00 AM	Approved	View/Edit
36S0953	Shaymaa Mohammad Saleh Al Mukhaini	Networking	Diploma 1st Year	R. Sreekumar	3/24/2014 12:00:00 AM	Approved	View/Edit
36J1062	Thurayya Aamir Hamad Al-Ruzaiqi	Networking	Diploma 1st Year	R. Sreekumar	3/24/2014 12:00:00 AM	Approved	View/Edit
36S0920	Haitham Hamad Aamir Bani-Oraba	IT	Diploma 2nd Year	Mohamed Rafi	3/30/2014 12:00:00 AM	Approved	View/Edit
36J091418	Nabeela Saleem Salim Al-Habsi	Networking	Bachelor of Tech	TVD.Prasad	3/26/2014 12:00:00 AM	New Registration	Approve
36S1149	Abeer Najim Said Al-Alawi	IT	Diploma 2nd Year	Vinayak G Pal	3/26/2014 12:00:00 AM	Approved	View/Edit
36S0914	Alyaa Rashid Salim Al-Hasani	Database	Bachelor of Tech	Mohammed Nasiruddin	3/26/2014 12:00:00 AM	Approved	View/Edit
36S094	Iman Saeed Jumah Al-Rasbi	Database	Bachelor of Tech	V. Senthil Kumar	3/26/2014 12:00:00 AM	Approved	View/Edit
36S0951	Asmaa Mubarak Saeed Al-Saifi	Database	Bachelor of Tech	Mohammed Nasiruddin	3/26/2014 12:00:00 AM	Approved	View/Edit
36S091	Fatma Salim Aamir Al-Hajri	Networking	Bachelor of Tech	John Samuel Partheeban	3/26/2014 12:00:00 AM	Approved	View/Edit
36J1093	Mohammed Ahmed Al Rashdi	IT	Diploma 2nd Year	Antonio Manalang	3/26/2014 12:00:00 AM	Approved	View/Edit
36J091409	Rasha Salim Saif Al-Jabri	Networking	Bachelor of Tech	K.Vimal Kumar Stephen	3/27/2014 12:00:00 AM	New Registration	Approve
36J11121	Aya Hamood Hamdan Al Hadrami	Database	Advanced Diploma	Medhu	3/27/2014 12:00:00 AM	Approved	View/Edit
36J12115	Fathiya Abdullah Al-Alawi	General	Diploma 1st Year	Dr. Amit Kumar Yadav	3/27/2014 12:00:00 AM	Approved	View/Edit

**Click header to arrange records according to your preferred sort order.

[Back](#)
[Print This Page](#)

L4 Ibra College of Technology

Check for the Status column, it will indicate if the students registration has been approved or not. Click the Approve button on the Action column.

3.1.4 The following window will be shown upon clicking the **Approve** button. Here the OJT coordinator will see the student's choices of company or the OJT Coordinator may click the **Add Company** button if there is a company recommended by the student which is not in the list. The OJT coordinator must fill up the lower portion of the form for the company assignment and the date when a student should start his training.

Ibra College of Technology
On-The-Job Training Department

Company Assignment Form

Student ID: 36I091497 Name: Khalil Abdullah Saeed Al-Nudhairi
Academic Year: 2013-2014 Semester: Summer
Department: Information Technology Specialization: Networking
Choice of Company 1: PDO COMPANY,
Choice of Company 2: Ministry Of Education , Ibra

Choice of Company 3:
Contact Person:
Add Company to List

Place of Company 3:
Contact Number:

Please Fill up TOEFL and CGPA as the basis for Registration Approval
TOEFL: 400 CGPA: 2.8

Please Select the Company where Khalil Abdullah Saeed Al-Nudhairi is deployed for his/her OJT

Company Assignment: Ministry Of Education , Ibra
Date of Duty: 4/22/2014 12:00:00 [PickDate...](#)

[Update Record](#) [Back to Student List](#) [Edit Record](#)

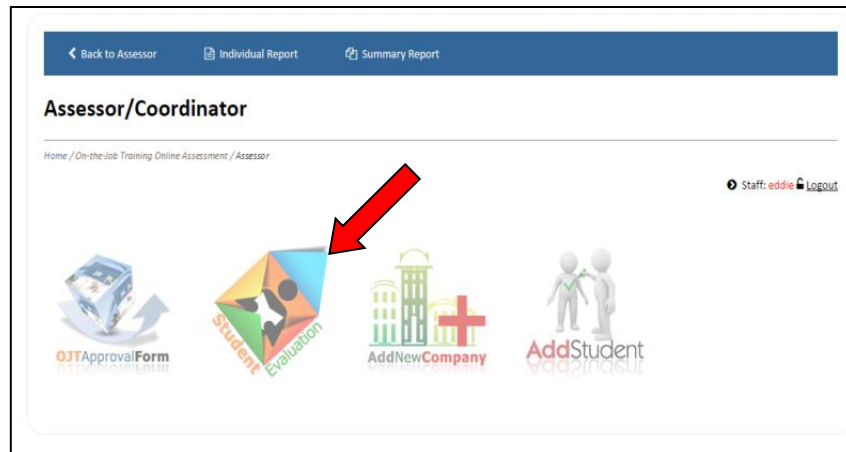
To be filled up by the OJT Coordinator for the Date of Training and company assignment. The TOEFL and CGPA of the student will serve as the basis for the Registration approval.

Note: If the student Registration is not approved his name will not be sent to the next module for industry and assessor's evaluation nor he can fill up the feedback form.

3.2. Evaluate Students.

The OJT Assessor needs to visit the trainees in their respective company assignment. During those visits, the Assessor needs to write their assessments. The following window will provide the online assessment to the trainees.

3.2.1. Click the student evaluation button to assess the students.



3.2.2. Choose the group of students per Department, Semester and Academic Year.

The screenshot shows the 'Staff Section' of the system. It has the same top navigation bar as the previous screen. Below the title 'Staff Section', a breadcrumb trail reads 'Home / On-the-Job Training Online Assessment / Assessor / List By Department'. The main heading is 'On-The-Job Training Department'. Underneath, it says 'List of Registered Students for OJT Program - By Department'. There are three dropdown menus: 'Select Department' (set to 'Information Technology'), 'Semester' (set to 'Summer'), and 'Academic Year' (set to '2013-2014'). At the bottom, there are two buttons: 'Back' and 'Preview List'.

- 3.2.3. A list of students according to Department, Semester and Academic Year will be displayed. Only those with approved registration will be shown in the list. Notice that the status column will indicate if the student's evaluation is finished or not. Click the Evaluate button to start the assessment.

[Back to Assessor](#)
[Individual Report](#)
[Summary Report](#)

Staff Section

Home / On-the-Job Training Online Assessment / Assessor / List By Department / List of Approved OJT Registrations

Staff: [eddie](#) [Logout](#)

Ibra College of Technology

On-The-Job Training Department

List of Approved OJT Registrations

Department: Information Technology Semester: Summer Academic Year: 2013-2014

**Click header to arrange records according to your preferred sort order.

Student ID	Student Name	Advisor	Specialization	Level	Company	Status	
36J1011	AFRAH JUMAH MUSABBAH AL HAJRI	Ziad Al-Tarawneh	Networking	Diploma 1st Year	OMIFCO, Sur	Finish Evaluation	Evaluate
36S092	Houda Saeed Nasser Al Sulti	Farheen Fatima	Networking	Diploma 1st Year	OMIFCO, Sur	New Record	Evaluate
5092134	Amani Khamis Ghamil Al Yahyaal	Ganapathy Arulselvan	Networking	Diploma 1st Year	Ibri college of Applied sciences, Ibri	New Record	Evaluate
5092133	Khoulia Said Khalfan Al-Yahysee	Ganapathy Arulselvan	Networking	Diploma 1st Year	Ibri college of Applied sciences, Ibri	New Record	Evaluate
36S0946	HANAN SALEH HASSA	Ziad Al-Tarawneh	Database	Bachelor of Tech	Al-Musana College of Technology, Al-Musana	New Record	Evaluate
36J1059	Shurooq Jum Ah Fadhel Al-Mukhaini	R. Sreekumar	Database	Bachelor of Tech	Ministry of Industry and Commerce, Sur	New Record	Evaluate
36J091497	Khalil Abdullah Saeed Al-Nudhairi	Dr. D. Balasubramanian	Networking	Bachelor of Tech	Ministry Of Education, Ibra	New Record	Evaluate
36J1080	Iman Rashid Musallam Al Alawi	V. Senthil Kumar	Networking	Bachelor of Tech	Ministry of Industry and Commerce, Sur	New Record	Evaluate
36J108	Tayba Saleh Sbeit Al-Azami	R. Sreekumar	Networking	Diploma 1st Year	Ministry of Industry and Commerce, Sur	New Record	Evaluate
36S0953	Shaymaa Mohammad Saleh Al Mukhaini	R. Sreekumar	Networking	Diploma 1st Year	DG Health Services, Sur	New Record	Evaluate
36J1062	Thurayya Aamir Hamad Al-Ruzaiqi	R. Sreekumar	Networking	Diploma 1st Year	D.G. of education, Sur	New Record	Evaluate
36J091418	Nabeela Saleem Salim Al-Habsi	TVD.Prasad	Networking	Bachelor of Tech	Ministry Of Education, Ibra	New Record	Evaluate
36S1149	Abeer Najim Said Al-Alawi	Vinayak G Pai	IT	Diploma 2nd Year	Muzn Islamic Bank, Sur	New Record	Evaluate
36S0914	Alyaa Rashid Salim Al-Hasani	Mohammed Nasiruddin	Database	Bachelor of Tech	Health Center, Jalan BBH, Jalan BBH	New Record	Evaluate
36S094	Iman Saeed Jumah Al-Rasbi	V. Senthil Kumar	Database	Bachelor of Tech	Health Center, Jalan BBH, Jalan BBH	New Record	Evaluate
36S0951	Asmaa Mubarak Saeed Al-Saifi	Mohammed Nasiruddin	Database	Bachelor of Tech	Hospital, Bidiyah	New Record	Evaluate
36S091	Fatma Salim Aamir Al-Hajri	John Samuel Partheeban	Networking	Bachelor of Tech	Ministry Of Education, Ibra	New Record	Evaluate
36J12115	Fathiya Abdullah Al-Alawi	Dr. Amit Kumar Yadav	General	Diploma 1st Year	Sur College of Applied Sciences,	New Record	Evaluate
36S0954	Amani Abdullah Ahmad Al-Shabibi	Mohammed Nasiruddin	Networking	Bachelor of Tech	ICT, IBRA	New Record	Evaluate
36J1093	Mohammed Ahmed Al Rashdi	Antonio Manalang	IT	Diploma 2nd Year	The Director General of Education Training Department, Al Kamil/Al Wafi	New Record	Evaluate
36J11121	Aya Hamood Hamdan Al Hadrami	Medhu	Database	Advanced Diploma	Ministry of Education, Sur	New Record	Evaluate
36J091409	Rasha Salim Saif Al-Jabri	K.Vimal Kumar Stephen	Networking	Bachelor of Tech	Ministry of Education, Sur	New Record	Evaluate
36S0920	Haitham Hamad Aamir Bani-Oraba	Mohamed Rafi	IT	Diploma 2nd Year	Bank Dhofar, Muscat	New Record	Evaluate

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- 3.2.4. The evaluation form is as follows. The OJT Assessor must fill up his name, the date of visit and the assessment box. The **Visit Number** section will automatically indicate how many visits or times a trainee have been assessed. The OJT Assessor needs to assess the trainee for three times.

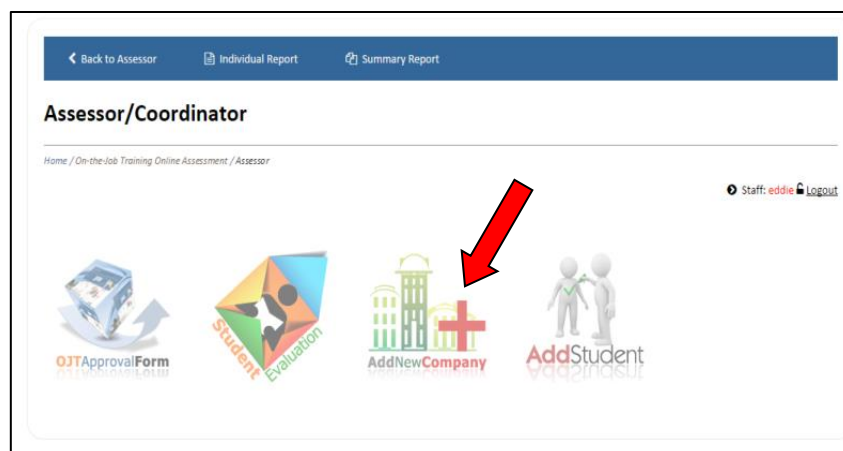
On-The-Job Training Department
College Assessor Evaluation Form
(Should be filled up by the College Assessor)

Date: 30/10/2014 Company: OMIFCO, Sur
Semester: Summer Company ID: 65OMSur
Student ID: 36J1011
Name of Student: AFRAH JUMAH MUSABBAH AL HAAJRI Gender: Female
Level: Diploma 1st Year Department: Information Technology
Specialization: Networking Email: samde_133@live.com
Contact Number: 98582625 Academic Year: 2013-2014
Parent's Contact Number: 98131412
Address: Sur
Assessor:
Please rate the performance of the student according to the following parameters:
Visit Number:
☐ First Visit ☒ Second Visit ☐ Third Visit
Date of visit: 30/10/2014 [PickDate...](#)
College Assessor's Remarks:

[Submit Evaluation](#) [Back to Student List](#)

3.3. Add company names

- 3.3.1. If a new company affiliated to the college for the OJT program of its student, the OJT Coordinators can add company information on the following window:

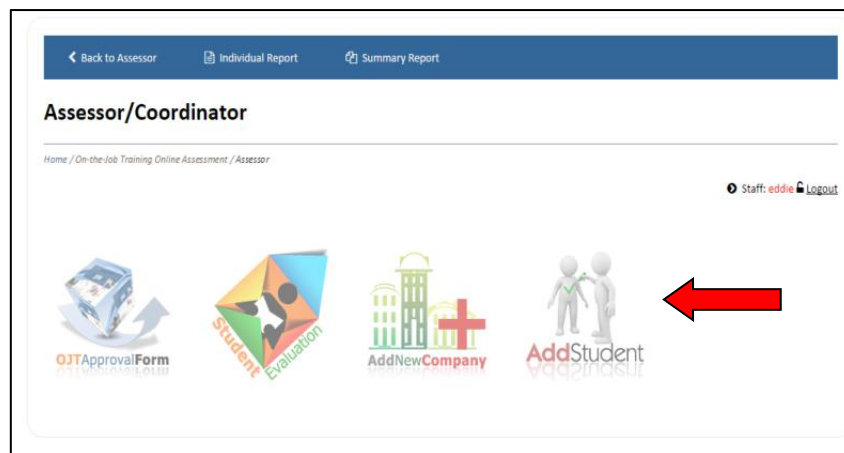


- 3.3.2. The image below will be shown after clicking the Add Company Button. After adding new company name the system will generate the username for the company so that the company may log in to the system. For the usernames and password of the companies please coordinate to the ETC database administrator.

The screenshot shows the 'Add New Company' form within the 'Staff Section' of the OJT System. The form is titled 'On-The-Job Training Department' and 'Affiliated Companies'. It contains a section labeled 'Adding Form' with the following fields: Company Name, Address, Contact Person, Contact Nos, FAX Nos, E-mail Address, and Department (a dropdown menu currently showing 'Business Studies'). At the bottom of the form are three buttons: 'Back', 'Save Record', and 'Add New Company'.

3.4. Add student names that are eligible for OJT Program

- 3.4.1. Before the start of each OJT period, the OJT Coordinators must upload the names of the students who are eligible for OJT. Those students whose names are uploaded are the ones who can access the system, otherwise they cannot login to the system. For individual adding of names the coordinator may input the names in the **Add Student** page.

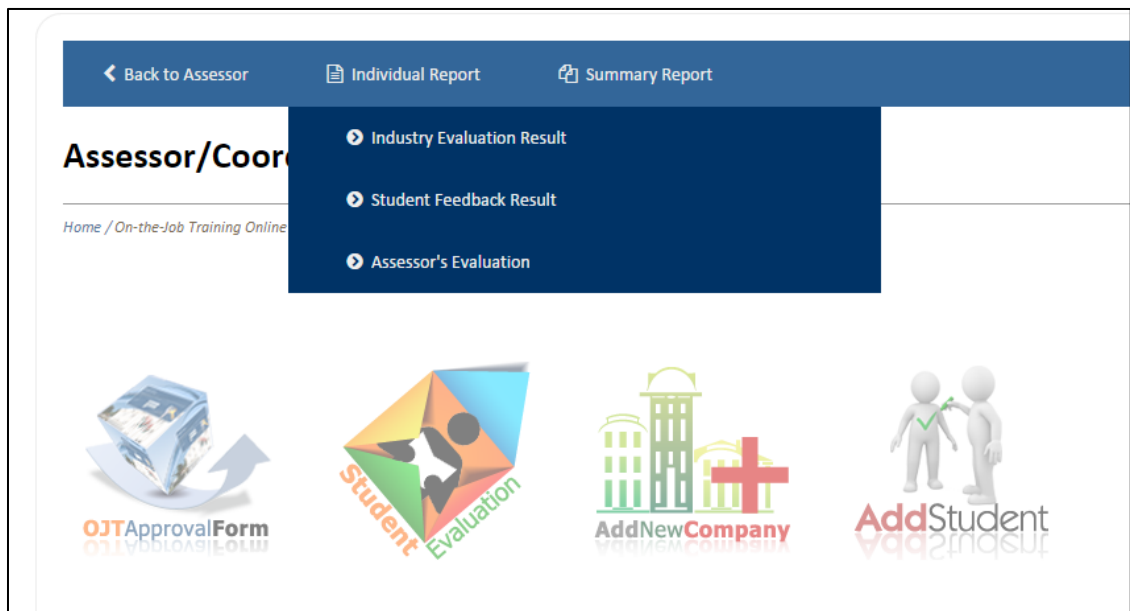


3.4.2. The following screen will appear for adding student names.

The screenshot shows the 'Add New Student' form within the Ibra College of Technology On-The-Job Training Online Assessment system. The header includes the college logo and name. A navigation bar at the top has links for 'Back to Assessor', 'Individual Report', and 'Summary Report'. Below this, the 'Staff Section' is visible, showing the user 'Staff: eddie' and a 'Logout' link. The main form area is titled 'Add New Student' and contains several input fields: 'Student ID' with a 'Check if Student is in the List' button, 'Student Name', 'Academic Year' (dropdown), 'Semester' (dropdown), 'Gender' (dropdown), 'Civil ID' (input), 'Department' (dropdown), 'Specialization' (input), 'Level' (dropdown), 'Advisor' (input), 'TOEFL/IELTS Score' (input), and 'GPA' (input). At the bottom of the form are buttons for 'Back', 'Edit Record', 'Save Record', and 'New Record'.

3.5. Different reports can be generated by the Online OJT Assessment System. Such as the following:

Individual reports:



Summary Reports

The screenshot shows the 'Summary Report' page for an 'Assessor/Coordinator'. The top navigation bar includes links for 'Back to Assessor', 'Individual Report', and 'Summary Report'. The main heading is 'Assessor/Coordinator', with a breadcrumb trail: 'Home / On-the-Job Training Online Assessment / Assessor'. A sidebar on the right lists three report categories: 'OJT Effectiveness Comparative Data Analysis - Over Departments', 'Industry Evaluation Result - Department Summary', and 'Student Feedback Result - Department Summary'. Below the sidebar, there are four icons representing different functions: 'OJTApprovalForm' (a blue box with a curved arrow), 'Student Evaluation' (a colorful geometric shape with a person icon), 'AddNewCompany' (a green building icon with a red cross), and 'AddStudent' (two white figures, one with a green checkmark).

Individual reports:

To view individual reports, student ID of a particular student must be entered in the search box.

The screenshot shows the 'Student Evaluation Report' page. The top navigation bar is the same as the previous page. The main heading is 'Staff Section', with a breadcrumb trail: 'Home / On-the-Job Training Online Assessment / Assessor / Student Evaluation Report'. Below the heading, it says 'Staff: eddie | Logout'. The section title is 'Student Evaluation Report'. There is a text input field labeled 'Enter Student Number:' with the value '36J091497' entered. This input field is circled in red. At the bottom, there are two buttons: 'Back' and 'Preview Report'.

○ Industry Evaluation Report

Industry Evaluation	
Student Number: 36J091497	
Student Information	
Student Name	Khalil Abdullah Saeed Al-Nudhairi
Department	Information Technology
Level	Bachelor of Tech
Specialization	Networking
Company	Ministry Of Education , Ibra
Supervisor	Lynt tinio
Date of Evaluation	10/27/2014 12:00:00 AM
Evaluation Result	
1. Communication Skills	Excellent
2. Problem Solving	Very Good
3. Computer Skill	Very Good
4. Initiative	Excellent
5. Teamwork	Very Good
6. Responsibility	Good
7. Self Dependence	Good
8. Acceptance of Instructions Criticism	Very Good
9. Technical Skills	Very Good
10. Overall Performance	Very Good
11. Comment	
** The following ratings are based on a 5 points likert scale.	
<input type="button" value="Back"/> <input type="button" value="Print this Page"/>	

○ Student Feedback Result

Trainee's Feedback Report	
Student Number: 31J1178	
Student Information	
Student Name:	Manal Salim Saeed Al-Alawi
Department:	Business Studies
Level:	Diploma 2nd Year
Specialization:	HRM
Date of Feedback:	10/30/2014 12:00:00 AM
Company ID:	284MiSur
Company Name:	Ministry of Industry and Commerce, Sur
Student Feedback Criteria	
1) OJT orientation at the college contained enough information about OJT.	Excellent
2) Responsibilities and objectives of the OJT were explained in the orientation.	Very Good
3) OJT Training is related to my specialization.	Good
4) The college Assessor/Coordinator has given timely feedback after the visit to improve my training.	Good
5) The industry supervisor was available and cooperative during my training.	Very Good
6) My skills and knowledge improved after OJT.	Excellent
7) The OJT is valuable and useful.	Excellent
Problems faced during OJT period.	
Suggestions and Improvements.	
** The following ratings are based on a 5 points likert scale.	
<input type="button" value="Back"/> <input type="button" value="Print This Page"/>	

- Assessor's Evaluation

In the Assessor's Evaluation Report, the coordinator can view the number of times a student has been assessed which is indicated in the page footer.

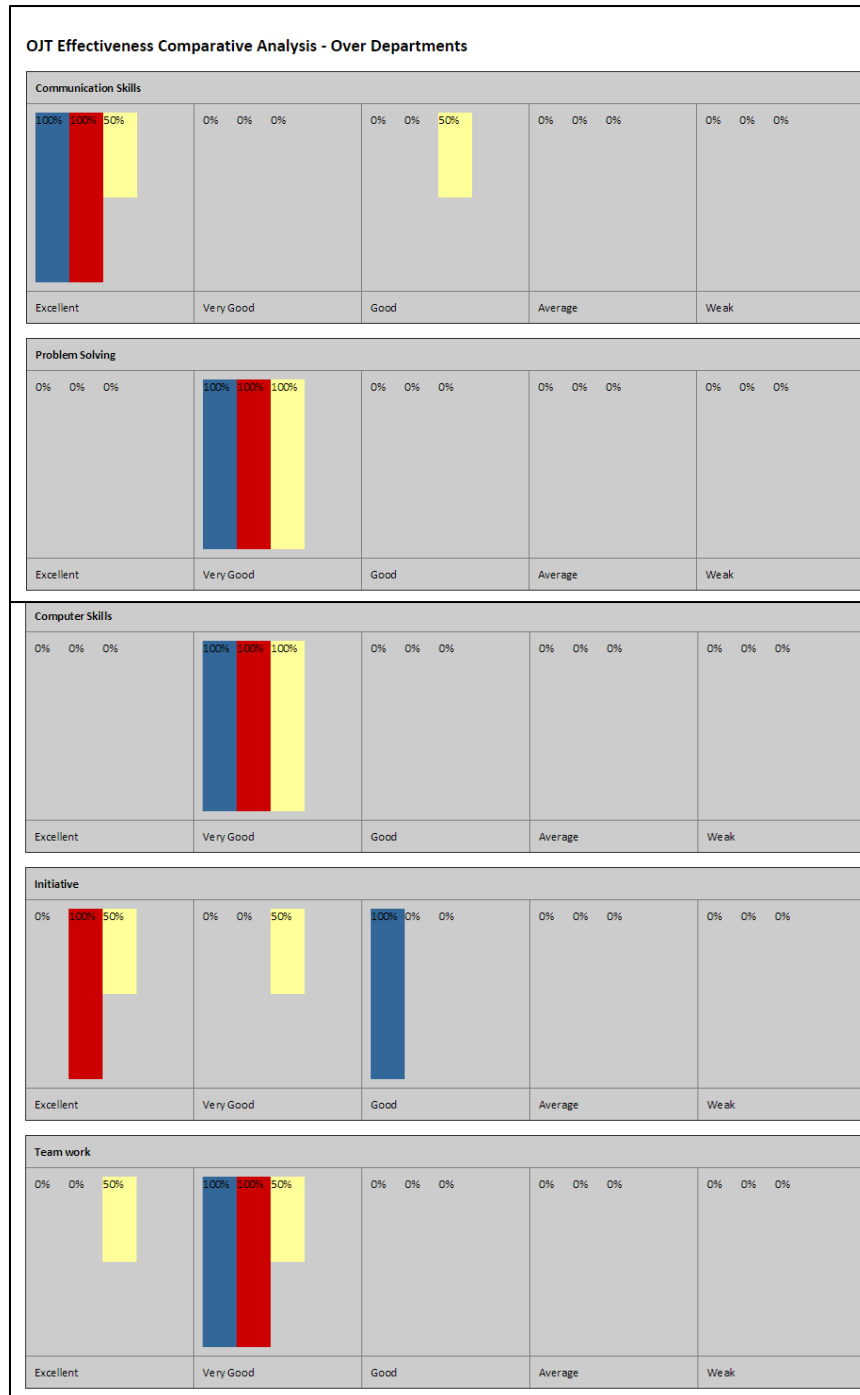
Assessor's Evaluation	
Student Number: 36J091418	
Student Name	Nabeela Saleem Salim Al-Habsi
Department	Information Technology
Specialization	Networking
Level	Bachelor of Tech
Assesor's Name	Vimal Kumar Stephen K
Visit No	1st
Date of Visit	3/6/2014 12:00:00 AM
Assesor's Remarks	Student is regular and got positive feedback from supervisor.
1 2	
** The following ratings are based on a 5 points likert scale.	
Print This Page	

Summary Reports

Summarized reports with statistical graphs are also provided by the system.

- OJT Effectiveness Comparative Analysis - Over Departments

****The data in the image are testing data only.**





○ Industry Evaluation Result – Department Summary

[Back to Assessor](#)
[Individual Report](#)
[Summary Report](#)

Staff Section

Home / On-the-Job Training Online Assessment / Assessor / List by Department / Industry Evaluation Summary

Staff: **eddie** [Logout](#)

Industry Evaluation Result - Department Summary

Department: Business Studies Semester: Summer Academic Year:2013-2014

Communication Skills	Very Good
Problem Solving	Very Good
Computer Skill	Very Good
Initiative	Very Good
Teamwork	Very Good
Responsibility	Good
Self Dependence	Good
Acceptance of Instructions Criticism	Very Good
Technical Skills	Very Good
Overall Performance	Good
Number of Students Evaluated	2

** The following ratings are based on a 5 points likert scale.

[Back](#)
[Graphical Data](#)
[Print This Page](#)

[Back to Assessor](#)
[Individual Report](#)
[Summary Report](#)

Staff Section

Home / On-the-Job Training Online Assessment / Assessor / List by Department / Industry Evaluation Summary / Graphical Data

Staff: **eddie** [Logout](#)

Industry Evaluation Result - Department Summary

Business Studies Department -- A.Y.

Skill	Score
Communication Skills	4.5
Problem Solving	4.5
Computer Skill	4.5
Initiative	4.5
Teamwork	4.5
Responsibility	3.5
Self Dependence	4.0
Acceptance of Instructions and Criticism	3.5
Technical Skills	4.5
Overall Performance	3.5
Number of Students Evaluated	2

Scale: 1 - Weak 2 - Average 3 - Good 4 - Very Good 5 - Excellent

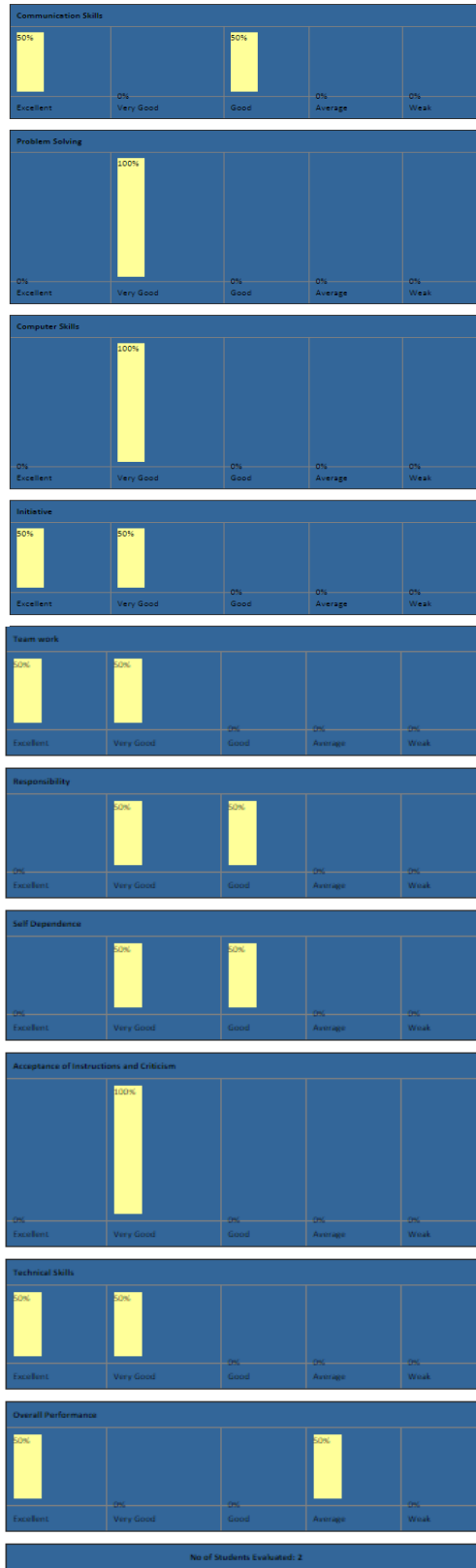
Based on a 5-point Likert Scale

[Tabular Data](#)
[Detailed Graph](#)
[Comparative Analysis](#)
[Print This Page](#)

OJT Effectiveness Data - Business Studies Department

[Home](#) / [On-the-Job Training Online Assessment / Assessor / Effectiveness Data](#)

[Staff](#) [eddie](#) [Logout](#)



○ Student Feedback Result – Department Summary

[Back to Assessor](#)
[Individual Report](#)
[Summary Report](#)

Staff Section

Home / On-the-Job Training Online Assessment / Assessor / Summary Feedback Report

Staff: [eddie](#) [Logout](#)

On-The-Job Training Department

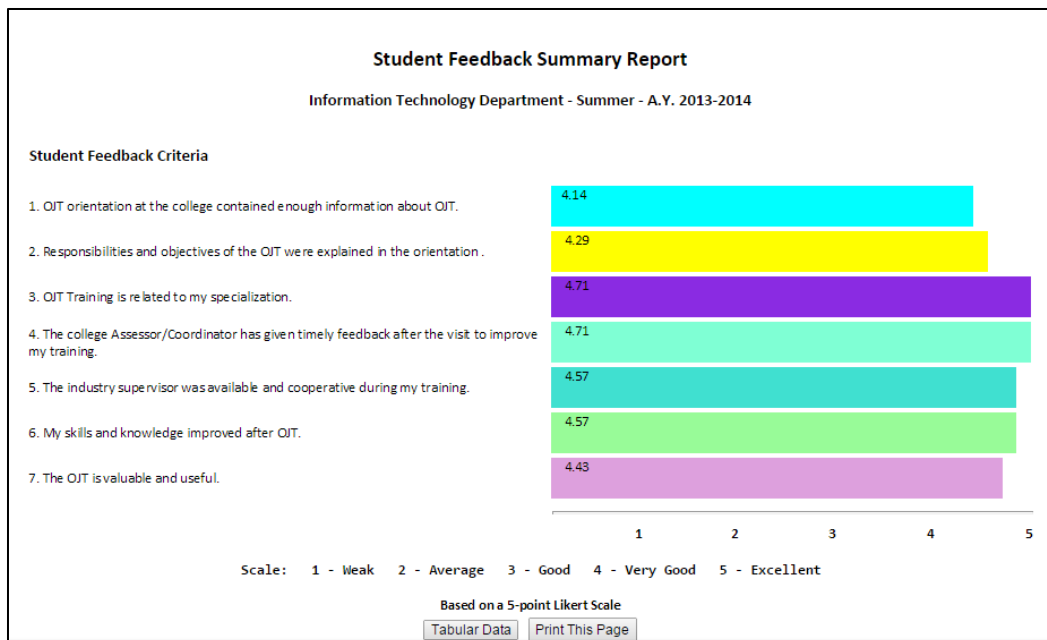
Student Feedback Summary Report

Department: Information Technology Semester: Summer Academic Year: 2013-2014

Student Feedback Criteria:	
1. OJT orientation at the college contained enough information about OJT.	Very Good
2. Responsibilities and objectives of the OJT were explained in the orientation.	Very Good
3. OJT Training is related to my specialization .	Very Good
4. The college Assessor/Coordinator has given timely feedback after the visit to improve my training.	Very Good
5. The industry supervisor was available and cooperative during my training.	Very Good
6. My skills and knowledge improved after OJT .	Very Good
7. The OJT is valuable and useful.	Very Good
Number of Respondents	7

** The following ratings are based on a 5 points likert scale.

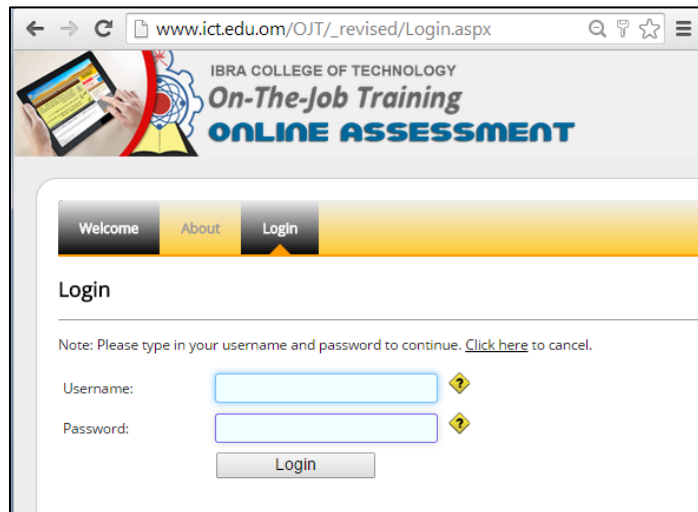
[Back](#)
[Graphical Data](#)
[Print This Page](#)



Industry

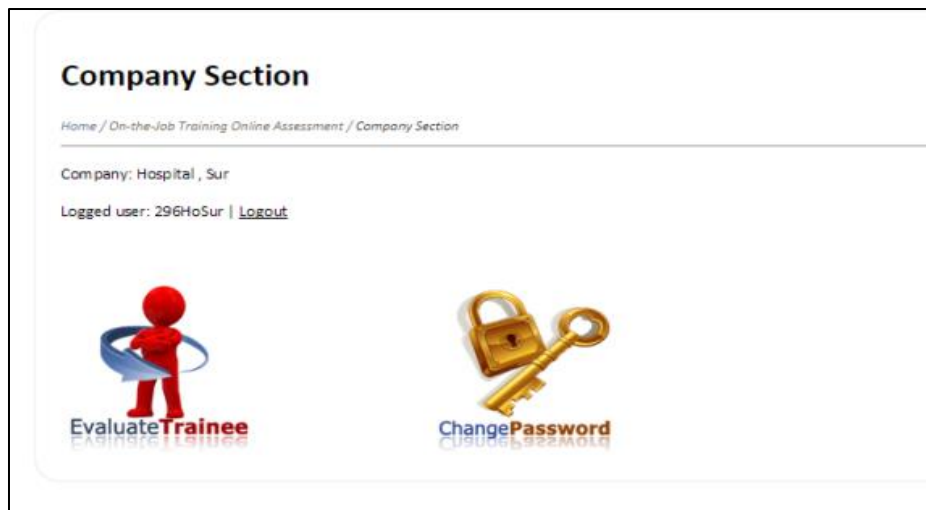
Each company affiliated to ICT for the student trainee will be registered to the system and will be given their own username and password to access the system. Companies can do their online evaluation to the trainees once they are given the privilege to access the system.

1. To log in to the system, the company must use the login default credentials given to them by the OJT Coordinators.



The screenshot shows a web browser window with the address bar displaying www.ict.edu.om/OJT/_revised/Login.aspx. The page header features the IBRA College of Technology logo and the text "On-The-Job Training ONLINE ASSESSMENT". Below the header is a navigation bar with "Welcome", "About", and "Login" tabs. The "Login" tab is selected. The main content area is titled "Login" and contains a note: "Note: Please type in your username and password to continue. [Click here](#) to cancel." Below the note are two input fields: "Username:" and "Password:", each with a yellow question mark icon to its right. A "Login" button is positioned below the password field.

2. The following window will appear. Two tasks are given to the companies, to evaluate the trainee and to update their login credentials.



The screenshot shows a web page titled "Company Section". Below the title is a breadcrumb trail: "Home / On-the-Job Training Online Assessment / Company Section". The page displays the company name "Company: Hospital , Sur" and the logged user "Logged user: 296HoSur | [Logout](#)". At the bottom, there are two large buttons: "EvaluateTrainee" with a red 3D figure icon and "ChangePassword" with a gold padlock and key icon.

3. To evaluate the trainee, the company supervisor must click the **Evaluate Trainee** button. The following window will be shown.

Company Section

Home / On-the-Job Training Online Assessment / Student Section / Company List of Students

Logged user: 284MiSur | [Logout](#)

Ibra College of Technology
On-The-Job Training Department

List of Trainees in Your Company

Company ID: 284MiSur
Company Name: Ministry of Industry and Commerce, Sur

**Click header to arrange records according to your preferred sort order.

Student ID	Student Name	Advisor	Specialization	Level	Semester	AY	Status	Evaluate	View Record
36J1059	Shurooq Jum Ah Fadhel Al-Mukhaini	R. Sreekumar	Database	Bachelor of Tech	Summer	2013-2014	Finish Evaluation	Evaluate	View Record
36J1080	Iman Rashid Musallam Al Alawi	V. Senthil Kumar	Networking	Bachelor of Tech	Summer	2013-2014	New Record	Evaluate	View Record
36J108	Tayba Saleh Sbeit Al-Araimi	R. Sreekumar	Networking	Diploma 1st Year	Summer	2013-2014	New Record	Evaluate	View Record
31J1178	Manal Salim Saeed Al-Alawi	Mr. Nawaz Khan	HRM	Diploma 2nd Year	Summer	2013-2014	New Record	Evaluate	View Record

[Back](#) [Print this Page](#)

The industry supervisor will see the list of students deployed in his company as shown above. Once a trainee has been evaluated “Finish Evaluation” status will be displayed. The Industry supervisor can start evaluating the trainee by answering the evaluation questionnaire.

Current user: 284MiSur

On-The-Job Training Department

Student Evaluation Form
(Should be filled up by the Industry Supervisor)

Company ID: 284MiSur
Company Name: Ministry of Industry and Commerce
Date of Evaluation: 02/11/2014
Semester: Summer
Academic Year: 2013-2014

Student ID: 36J1059
Student Name: Shurooq Jum Ah Fadhel Al-Mukhaini
Level: Bachelor of Tech
Specialization: Database
Gender: Female
Department: Information Technology
Student Address: Sur
Contact Number: 97794699
E-mail: shroog33@hotmail.com
Parent's Contact Number: 99432708

Name of Evaluator: Sample Evaluator
Contact Number: 1234567
Email Address: sample@yahoo.com

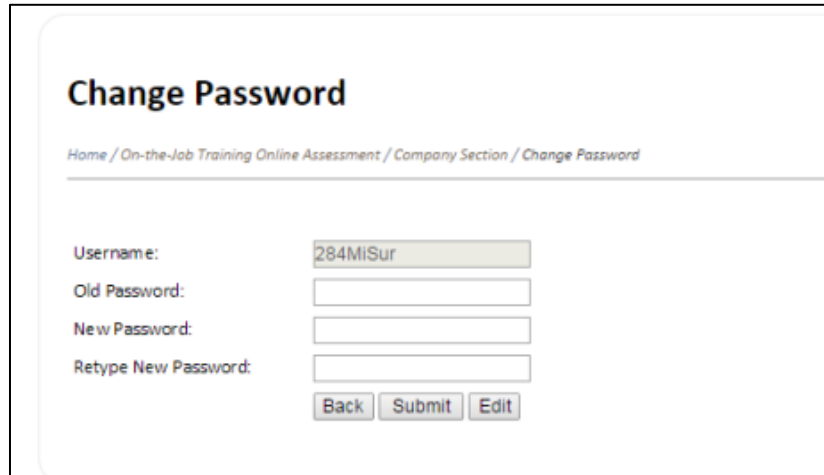
Please rate the performance of the student according to the following parameters:
يرجى تقييم أداء الطالب وفقاً لتعليق التالية:
5-Excellent: ممتاز 4-Very Good 3-Good 2-Average 1-Weak ضعيف

No.	Parameters	5	4	3	2	1
1	Communication Skills مهارات الاتصال	●	●	●	●	●
2	Problem Solving حل المشكلات	●	●	●	●	●
3	Computer Skill مهارة الكمبيوتر	●	●	●	●	●
4	Initiative مبادرة	●	●	●	●	●
5	Teamwork العمل الجماعي	●	●	●	●	●
6	Responsibility المسؤولية	●	●	●	●	●
7	Self Dependence الاعتماد الذاتي	●	●	●	●	●
8	Acceptance of Instructions قبول التعليمات	●	●	●	●	●
9	Technical Skills مهارات التقنية	●	●	●	●	●
10	Overall Performance الأداء العام	●	●	●	●	●

Industry Supervisor's Comments: She is a good trainee. She learns easily and performs her tasks accordingly.

[Submit Evaluation](#)

4. The industry staff who will handle and evaluate the trainees may also change his/her password in the system for security purposes by clicking the **Change Password** button. The following screen will be displayed.



The screenshot shows a web form titled "Change Password". Below the title is a breadcrumb trail: "Home / On-the-Job Training Online Assessment / Company Section / Change Password". The form contains four input fields: "Username:" with the value "284MiSur", "Old Password:", "New Password:", and "Retype New Password:". At the bottom of the form are three buttons: "Back", "Submit", and "Edit".

Change Password

Home / On-the-Job Training Online Assessment / Company Section / Change Password

Username: 284MiSur

Old Password:

New Password:

Retype New Password: